

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	Catering Manager
Post Holder:	
General Duties:	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.</p> <p>Duties and Responsibilities: Plan quantities and order food, check deliveries, process invoices and maintain regular stock control and record keeping. Date check stock and food samples. Oversee monthly stock take. Manager catering budget to ensure that the net profit percentage generated meets targets set each year. Plan all meals for pupils within the academy and any additional catering that may be required for outdoor excursions and other establishments in line with School Food guidelines. Supervise all kitchen staff and train staff in the use of kitchen machinery. Produce daily menu. Carry out the preparation of food and use of associated equipment. Cook the majority of food. Supervise the loading of the food trolley and delivery of the food. Supervise and assist with clearing up finished meals, use of dishwasher and cleaning equipment and utensils. Supervise and assist with cleaning the kitchen and bin area. Check and record temperatures of freezers and refrigerators and maintain hygiene inspection records. Check inventory of equipment on an annual basis. Supervise and assist with a major clean of the kitchen and all equipment during the academy holiday periods. To oversee all cash transactions and banking associated with purchases and sales.</p>

	<p>Take income to the Finance Office on a daily/weekly basis.</p> <p>Ensure all Health and Safety regulations and policies are adhered to as appropriate.</p> <p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.</p> <p>This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
Reporting to:	Vice Principal
Responsible for:	<p>Planning and preparing safe and healthy food for staff and pupils at meal times.</p> <p>Maintaining a clean and hygienic working environment and an efficient, timely service.</p> <p>Managing budget and stock for the department</p> <p>Oversee and manage catering team</p>
Liaising with:	Leadership Team, Director of Finance, Catering team, external agencies as appropriate, staff and pupils.
Nature of Contract:	Standard Terms and Conditions of Support Staff
Salary Scale:	
Disclosure Level:	Enhanced
Review Date:	Annually
Section Two	
Professional Duties and Responsibilities	
Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Specialism's	All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.
Self Development	<ul style="list-style-type: none"> • To continually seek development opportunities to improve personal performance • Vice Principal is advised of training needs. • Development opportunities are sought/acted upon.

Attitude	<ul style="list-style-type: none"> • To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile. • Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes. • Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.